

Solano County  
Office of Education

JOB TITLE: Associate Superintendent, Student Programs and Educational Services

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the County Superintendent, oversees and directs all educational programs and services offered by the county office, including Special Education, ROP and Workforce Development, Alternative Education, Instructional Support, Professional Development, Youth Development and Support, and Public Information. Acts as liaison to the California Department of Education, school districts, and other agencies. Develops, plans, and implements county office policies. Supervises division level administrators and advises the Superintendent in all areas.

#### JOB REQUIREMENTS AND QUALIFICATIONS

Required: Five years of experience in education, including at least two years in the administration and management of educational programs and instruction, and student services. A California administrative credential and master's degree.

#### ESSENTIAL DUTIES

Administers and oversees all Special Education programs, CTE/Workforce Development, ROP and TPP.

Direct supervision of Alternative Education and county-wide issues related to the dropout rate.

Administers and oversees all educational services provided to districts and the regions, including instructional support, professional development, and youth development.

Administers and oversees the public information needs of the county office of education, including publications and SARCs.

Administers and oversees the educational assessment within the county office of education programs.

Provides leadership and expertise in assessing, identifying, formulating, and implementing initiatives that improve student learning within the county office and in the districts.

Plans, organizes, evaluates, and directs initiatives related to curriculum, instruction, and program development that enhance student learning and educational options within the county office and in the districts.

Oversees the process of text books and instructional materials for adoption by SCOE programs.

Participates as a member of the Superintendent's Cabinet in the overall planning and direction of the Solano County Office of Education.

Represents the Superintendent at local, regional, and state agencies, and makes presentations as necessary.

Serves as the co-chair of MAC for the Superintendent.

#### MARGINAL DUTIES

Performs related duties as assigned by the County Superintendent of Schools.

#### SUPERVISION RECEIVED

Very limited and general supervision. Directly responsible to the County Superintendent.

#### SUPERVISION EXERCISED

Supervision of division level administrators.

#### PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)                      Walking (25%)                      Sitting (60%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (2)                      Bending (2)

Pushing and/or                      Reaching                      Kneeling or

Pulling Loads 1)                      Overhead (1)                      Squatting (1)

Climbing Stairs (2)                      Climbing Ladders (1)